



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**FORT MONROE, VIRGINIA 23651-5000**

REPLY TO  
ATTENTION OF

JUN 14 2005

ATCC-OI

MEMORANDUM FOR Region, Brigade, and Battalion Commanders, U.S.  
Army Cadet Command

SUBJECT: Memorandum of Instruction (MOI) - Contracting Non-Scholarship Military Science and Leadership (MSL) II School Year (SY) 2005/2006

1. General.

a. The contracting of non-scholarship MSL II cadets will continue for SY 2005/2006. This program will be incorporated into an appropriate regulation for SY 2006/2007. This initiative is designed to provide an incentive to quality cadets at an earlier point in their career.

b. Time schedule. These instructions are effective upon receipt.

2. Purpose.

a. Obtain earlier commitment from cadets.

b. Provide an additional contracting option to the Professor of Military Science (PMS).

3. Concept.

a. Each PMS will select qualified non-scholarship cadets for consideration for contracting. This program is only open to progression cadets or cadets with appropriate placement credit.

b. The PMS will ensure these cadets meet all requirements prior to contracting. Eligibility requirements are detailed in AR 145-1.

4. Responsibilities.

a. Personnel & Administration Directorate will establish and maintain contracting policy and procedures.

b. Recruiting and Retention Operations Directorate will establish appropriate control measures to ensure allowable number of Military Science Level (MSL) IIs contracted are not exceeded.

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c. During Organization Inspection Programs, Region Commanders will inspect a minimum of 10 percent of the non-scholarship MSL IIs contracted to ensure they meet all requirements before contracting.

d. Brigade Commanders will:

(1) Review contracting procedures during their visits to reinforce correct contracting procedures.

(2) Control the total number of MSL II contracts in accordance with (IAW) allocations provided below (Table 1). Coordination between brigades is authorized if additional allocations are required. However, the total number of cadets contracted under this program may not exceed 600.

RGN	BDE	Contracted	Percentage	Limit
E	1	314	5.75%	35
E	2	252	4.62%	28
E	3	210	3.85%	23
E	4	423	7.75%	46
E	5	382	7.00%	42
E	6	633	11.60%	70
E	7	309	5.66%	34
W	8	484	8.87%	53
W	9	311	5.70%	34
W	10	478	8.76%	53
W	11	375	6.87%	41
W	12	460	8.43%	51
W	13	353	6.47%	39
W	14	475	8.70%	52
		5459	100%	600

(Table 1)

e. PMSs will:

(1) Present this option to all eligible cadets.

(2) Publicize this contracting option.

(3) Screen applications to ensure eligibility.

(4) Conduct physical examinations IAW established procedures. These cadets must have an approved Department of Defense (DOD) Medical Examination. If the examination is

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procured from sources other than a DOD Medical Examination Review Board (DODMERB) contract facility, please forward completed physicals pertaining to applicants to:

DOD MEDICAL EXAMINATION REVIEW BOARD  
ARMY BRANCH CSB (ATTN SHARON ROSS)  
8034 EDGERTON DRIVE SUITE 132  
USAF ACADEMY CO 80840-2200

(5) Enter required information in Cadet Command Information Management System (CCIMS), within five working days of executing the contract.

(6) Complete the contract as prescribed in AR 145-1 and CC Pam 145-4. Ensure all individuals are "fully qualified" at the time of contracting.

5. Eligibility.

a. Applicants must meet basic eligibility requirements listed in AR 145-1, paragraphs 3-4 through 3-12. Additionally, this program is only open to progression cadets or cadets with appropriate placement credit. Individuals listed in paragraph 3-3 are ineligible for contracting.

b. Document the expected graduation date by using Cadet Command Form 104-R (Planned Academic Program Worksheet). These individuals must be academically and militarily aligned.

6. Simultaneous Membership Program (SMP). Cadets may participate in the SMP of the Army National Guard (ARNG) and U.S. Army Reserve (USAR). The Montgomery GI Bill (MGIB) and Selected Reserve SMP Kicker are available to eligible cadets. All non-scholarship contracted SMP cadets are eligible to apply for Tuition Assistance.

7. Guaranteed Reserve Forces Duty (GRFD). Cadets may apply for and receive a GRFD control number after a contract date has been entered into CCIMS Student Management. Extension of the GRFD option will be included in the next change to CCR 145-10.

8. Green to Gold Non-Scholarship Option. Active duty soldiers are not authorized to use this program. Non-scholarship Green to Gold applicants must enter the advanced course (MSL III) and be academically aligned to contract.

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9. Administration.

a. PMSs are required to ensure applicants are qualified before contracting. To prevent ineligible students from contracting the PMS or a cadre member is required to complete CC Form 139-R (Cadet Enrollment Record) for each new cadet and place in the cadet's Military Personnel Records Jacket, U.S. Army.

b. The following must be included in the cadet's file at the time of contracting:

- (1) CC Form 139-R (Cadet Enrollment Record)
- (2) DA Form 597 (Non-Scholarship Contract)
- (3) DD Form 4s (Enlistment/Reenlistment Document)
- (4) DD 93 (Emergency Data Record)
- (5) DODMERB PE (Qualified)
- (6) SF 1199A (Direct Deposit Sign Up Form)
- (7) SGLV 8286 (Service members Group Life Insurance Election Certificate)
- (8) DD 2005, Privacy Act Statement
- (9) W-4 (Employee Withholding Allowance Certificate)
- (10) ROTC Cadet Command Form 104-R, Planned Academic Program Worksheet. This form is mandatory and must be validated by an institution official. The institution official validating the 104-R should be the applicant's counselor, dean of the department or similar official.
- (11) Transcripts of College Grades. Include transcripts from all colleges/universities the applicant has attended. If cumulative GPA is not recorded by the university, it will be calculated in accordance with Cadet Command Pamphlet 145-4 and annotated on the latest transcripts.
- (12) Approved waivers for any condition that requires a waiver submission. Waiver requests are processed IAW guidance in CC Pam 145-4; e.g., Civil Conviction, Dependency, Medical, Re-enlistment Code, Drug Use, etc. See CC PAM 145-4, Appendix B for waiver approval authority.

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c. The PMS or Enrollment Officer must verify the following items prior to contracting:

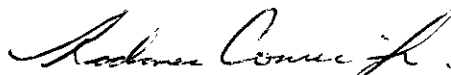
- (1) Birth Certificate
- (2) Social Security Card
- (3) Transcript

d. Instructions for entering in database. Instructions will be provided under separate cover.

10. Suggestions/Questions. Suggestions or questions concerning enrollment eligibility requirements should be emailed to [cadetactions@usacc.army.mil](mailto:cadetactions@usacc.army.mil). Questions on distribution of allocations should be emailed to [atccps@usacc.army.mil](mailto:atccps@usacc.army.mil).

11. Supplementation of this MOI is not authorized without written permission from HQ, Cadet Command.

FOR THE COMMANDER:



RADAMES CORNIER, JR.  
Colonel, GS  
Chief of Staff

CF:

Directors and Special Staff, HQ, U.S. Army Cadet Command